SECRETARY OF THE SENATE PUBLIC PHONE THE SENATE PUBLIC PHONE 2:43

## COVER SHEET FOR AMENDMENT OF POST-TRAVEL SUBMISSION

Instructions: Use this form as a cover sheet for any paperwork you may need to submit to the Office of Public Records in order to make your Privately Sponsored Post-Travel Submission complete in accordance with Rule 35. Only complete this form if you need to submit an amendment to a post-travel filing you have already submitted.

## SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING

me of Traveler:	
nploying Office/Committee:	
GlobaiWIN ivate Sponsor(s) (List all):	
October 9-11, 2017	
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(Revised 1/3/2011)



August 23, 2017

Erika L. Moritsugu General Counsel Office of Senator Tammy Duckworth United States Senate Via Email

Dear Ms. Moritsugu,

The Global Women's Innovation Network (GlobalWIN) invites you to join us for a 1.5 day delegation trip to Seattle, Washington, taking place October 9-11, 2017. We plan to leave for Seattle on Monday morning, October 9 (Columbus Day) to begin programming in the afternoon. Events will continue through the evening, and the next day, concluding on the evening of October 10. You will depart Seattle before lunchtime, Wednesday, October 11, returning to Washington D.C before 10:00 PM EST.

Although we are in the early planning stages, we will confirm policy discussions and site visits with companies at the forefront of innovation, as well as with female leaders in communications, and other senior executives working on issues related to telecommunications, on-demand economy, trade, and privacy. Your work on these topics and active participation in our discussions will be a great asset to our delegation, which will include senior staff from both Republican and Democratic Senate offices.

As you know, GlobalWIN was founded in 2009 as an educational, nonpartisan 501(c)(3) non-profit organization. With honorary co-chairs Congresswoman Martha Roby and Congresswoman Debbie Wasserman Schultz, GlobalWIN provides a dynamic forum for women executives and thought leaders in academia, government, and business who are passionate about innovation and its potential to advance critical policy issues. GlobalWIN is dedicated to helping women in these fields and related policy debates by providing opportunities to: 1) recognize their contributions to innovation and related policy debates; 2) share their views & engage publicly; 3) access resources that might not otherwise be readily available to accomplish these objectives; 4) broaden their network across areas of expertise and beyond our borders.

GlobalWIN offers to cover your travel and meal expenses related to the trip, in compliance with the rules under Senate ethics laws. GlobalWIN has a record of successful Congressional Staff delegation trips, including House Staff trips to London in 2013, Brussels in 2014, Dublin in 2015, NYC in 2016, and London again this year and a Senate Staff trip to NYC in 2016.

To ensure timely submission of ethics materials to the appropriate committees by Friday, September 8, please at your earliest convenience if you are interested in participating on the trip by calling our office at 202-548-0021 or sending an email to smamula@helenmilby.com.

Sincerely,

Helen-Milby

Executive Director, GlobalWIN

Sarah Mamula

Senior Director, GlobalWIN

## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee MUST also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1.	Sponsor(s) of the trip (please list all sponsors):
	Głobal Women's Innovation Network (GłobalWIN)
2.	Description of the trip:  As a part of annual programming, GlobalWIN will bring Senate Staffers to Seattle
-	for ~2 days of substantive events around trade, telecoms, innovation & leadership. (see attached)
3.	Dates of travel: Monday, October 9, 2017 - Wednesday, October 11, 2017
4.	Place of travel: Seattle, Washington
<b>5.</b>	Name and title of Senate invitees: see attached.
6.	I certify that the trip fits one of the following categories:
	(A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.  -OR -
	(B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (see question 9).
7.	I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
	– AND –
	1 certify that the sponsor or sponsors will not accept funds or in-kind contributions carmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8.	I <i>certify</i> that:
	The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for de minimis lobbyist involvement.  - AND -
	The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (see question 9).

9.	USE ONLY IF YOU CHECKED QUESTION 6(B)  1 certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:
	(A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip.  -OR-
	<ul> <li>(B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip (see questions 6 and 10).</li> <li>−OR −</li> </ul>
	(C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.
10.	USE ONLY IF YOU CHECKED QUESTION 9(B) If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:
	N/A
	<u> </u>
11.	An itinerary for the trip is attached to this form. I certify that the attached itinerary is a detailed (hourby-hour), complete, and final itinerary for the trip.
12.	Briefly describe the role of each sponsor in organizing and conducting the trip:
	GłobaiWIN is organizing and financially supporting all aspects of this trip, including travel logistics,
	meetings, and panel discussions.
13.	Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:
	GlobalWIN is a bipartisan 501c3 organization that provides a forum for women who are passionate about
	innovation. Programming on this trip will combine all tiers of GlobalWIN programming by addressing policy
	issues, fostering bipartisanship, and bringing visibility to women in innovation-drive fields. (see attached.)
14.	Briefly describe each sponsor's prior history of sponsoring congressional trips:
17.	In June 2016, GlobalWIN hosted a Senate Staff Trip to NYC. GlobalWIN also has a record of successful
	Congressional Delegation trips with staff from the House including: Parls 2012, London 2013, Brussels
	2014, Dublin 2015, NYC 2016 and London May 2017. (all in accordance with Ethics Committee rules)

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GlobalWIN is a DC-based nonprofit organization that hosts 1-3 free events per month focused on cared development, networking, and policy discussions. The events range in scale from 20 attendees to 100-						
Total Expenses for Each Participant:						
	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expense		
Good Faith estimate  Actual Amounts	\$425 RT Alaska Air Flight (coach class) + \$375 Ground Bus Transportation = \$800	\$205/night x 2 nights = \$410 (pre tax/fees)	*At per diem rate. Includes \$55.50 for first and last day of travel + \$74	N/A		
participation or b) the	e trip involves an event	that is arranged or o	anized without regard to rganized specifically wi	in regula to		
	ate Staff Delegation Trip		ally with regard to Congr	ressional		
B) GlobalWiN's Sens				ressional		
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De	scribe how the daily expenses for lodging, meals, and other expenses provided to trip participants mpares to the maximum per diem rates for official Federal Government travel:
Da	ally expenses for meals are equal to per diem rates. Lodging expenses slightly exceed the October 2017
pe —	r diem rate because the hotel contract was planned and signed in May 2017, prior to the posting of the
0	ctober 2017 rate. The rate used does align with the October 2016 and September 2017 per diem rates.
cla	escribe the type and class of transportation being provided. Indicate whether coach, business-class or first ass transportation will be provided. If first-class fare is being provided, please explain why first-class evel is necessary:
F	or efficiency and maximum time in Seattle for programming, the GlobalWIN Senate Staff Delegation
wi	Il take direct flights on Alaska Air In economy/coach class
5	I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).
Li th	st any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why entertainment is an integral part of the event:
N	/A
	hereby certify that the information contained herein is true, complete and correct. (You must include the impleted signature block below for each travel sponsor.):
Nam	ame and Title: Helen Milby, Co-Founder & Executive Director
N	ame of Organization: Global Women's Innovation Network (GlobalWIN)
Α	ddress: 233 Pennsylvania Ave, SE 2nd Floor, Washington, DC 2003
T	clephone Number:
F	ax Number:
E	-mail Address: helen@helenmilby.com

## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM Attachment

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- 2. As a part of its annual programming, GlobalWIN will host an educational trip to Seattle, Washington October 9-11, 2017. GlobalWIN will be bringing 10 Senate Staff Members from Republican and Democratic Offices to Seattle, Washington on Monday October 9th for approximately two days of intensive programming on an array of issues including trade, telecommunications, innovation and female leadership. Our stay Seattle will combine all tiers of GlobalWIN programming and provide participants the rare opportunity to grow professionally, while connecting with experts and leaders outside of Washington, DC.
- 5. GlobalWIN Delegation Invitees (in no particular order):
  - 1. Reema Dodin, Floor Director, Democratic Whip, Senator Richard Durbin
  - 2. Victoria Flood, Legislative Assistant, Office of Senator Shelley Moore Capito
  - 3. Meredith Good-Cohn, Health Research Assistant, HELP Committee
  - 4. Narda Jones, Legislative Counsel, Office of Senator Maria Cantwell
  - 5. Erika Moritsugu, General Counsel, Office of Senator Tammy Duckworth
  - 6. Cherie Pascoe, Professional Staff, Commerce, Science and Transportation Committee
  - 7. Sydney Paul, Legislative Counsel, Office of Senator Gary Peters
  - 8. Stacy Rich, Staff Director, Office of Senator Patty Murray
  - 9. Olivia Trusty, Professional Staff Member, Office of Senator Roger Wicker
  - 10. Crystal Tully, Commerce Subcommittee on Communications, Technology, Innovation and the Internet
  - 11. Beth Vrabel, Senior Health Counsel, Office of Senator Ron Wyden
  - 12. Elizabeth Falcone, Legislative Director, Office of Senator Mark Warner
  - 13. Greta Peisch, International Trade Counsel, Senate Finance Committee
  - 14. Jamie Susskind, Telecom Legislative Counsel, Office of Senator Deb Fischer
  - 15. Natalie Rogers, Deputy Chief of Staff, Office of Senator Cory Gardner
  - 16. Rita Lari, Judiciary Counsel, Office of Senator Chuck Grassley
  - 17. Scarlet Doyle, Legislative Assistant, Office of Senator Dean Heller
  - 18. Lauren Reamy, Legislative director, Office of Senator Marco Rubio
  - 19. Maria Price, Counsel, Office of Senator Kirsten Gillibrand
  - 20. Jennifer MacLellan, Deputy Chief of Staff, Office of Senator Jeanne Shaheen
  - 21. Emily Spain, Legislative Director, Office of Senator Tom Carper
  - 22. Lara Muldoon, Senior Economic Advisor, Office of Senator Amy Klobuchar
  - 23. Brooke Ericson, Deputy Chief Counsel for Homeland Security, Senate Committee on Homeland Security and Governmental Affairs
  - 24. Susie Quinn, Chief of Staff, Office of Senator Bill Nelson
  - 25. Simone Hall, Legislative Assistant, Senate Committee on Commerce, Science, & Transportation
  - 26. Manisha Singh, Chief Counsel & Senior Policy Advisor, Office of Senator Dan Sullivan
  - 27. Anna Yu, Legislative Assistant, Office of Senator Richard Blumenthal
  - 28. Laura Hatalsky, Legislative Director, Office of Senator Catherine Cortez Masto
  - 29. Susan Wheeler, Chief of Staff, Office of Senator Mike Crapo
  - 30. Lakecia Foster, Economic Policy Advisor, Office of Senator Richard Durbin
  - 31. Anne Knapke, Legislative Director, Office of Senator Amy Klobuchar
  - 32. Katie Jackson, Counsel, Senate Privacy, Technology & Law Subcommittee
  - 33. Robyn Engibous, Deputy Chief of Staff, Office of Senator Dan Sullivan
  - 34. Kathleen Stoughton, Counsel, Senate Committee on the Judiciary
- 12. GlobalWIN is organizing and financially supporting all aspects of this trip, including all travel logistics, meetings, speakers, and panel discussions throughout the hours of official programming. GlobalWIN is the sole organizing and financial sponsor of this trip, and will be covering all costs incurred by our delegation of Senate staffers.
- 13. Co-chaired by Congresswoman Martha Roby (R-AL) and Congresswoman Debbie Wasserman Schultz (D-FL), GlobalWIN is a bipartisan 501(c)(3) organization that provides a dynamic forum for women who are passionate about innovation. We have built and continue to expand this powerful network of executives and thought leaders in academia, government, and business, who

work in innovation-driven fields. GlobalWIN provides an important forum for female leaders to grow personally and professionally, while contributing to key policy debates.

GLOBALWIN PROGRAMMING: GlobalWIN highlights the important role of women in innovation through three programming silos:

- 1. Monthly Policy Events & Annual Innovation Luncheon: GlobalWIN features leaders in academia, government, and business, who have made significant contributions in STEM and related fields to educate our audience on policy issues associated with global innovation and strategies for addressing them.
- 2. Career Development: GlobalWIN provides opportunities and support for women, both entering into and advancing within innovation fields, through continuing educational opportunities and mentoring programs.
- 3. Educational Trips & Global Partnership Building: Through educational trips, GlobalWIN builds cooperative partnerships with like-minded organizations, such as the European Network for Women in Leadership, based in Paris, and the 30 Percent Club chapter in Dublin. GlobalWIN aims to foster global cooperation among women on the key issues related to innovation, technology, and economic growth.

GlobalWIN will touch on all three of its programming silos by hosting this trip to Seattle, WA. Our Delegation will discuss policy issues throughout the trip, connect with peers from across the aisle fostering an atmosphere of bipartisanship, cooperation and personal network-building. Additionally, this trip will build upon partnerships with GlobalWIN's Seattle network.

As previously stated, this trip aligns with GlobalWIN's mission to provide a vital forum for female leaders to grow personally and professionally, while contributing to key policy debates. The programming reflects the organization's commitment to celebrate and bring visibility to women working in innovation-related fields. GlobalWIN is travelling to Seattle to meet with female leaders in the public and private sector to discuss issues related to innovation including, virtual reality, women-led invention, the future of work, international trade, and Internet of Things/